

# Employee Post-Travel Disclosure of Travel Expenses

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**Post-Travel Filing Instructions:** Complete this form within **30 days** of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building**.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
- ☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Partnership for a Secure America

Private Sponsor(s) (list all):

Travel date(s): July 21-22, 2018

Name of accompanying family member (if any): none

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

|   | Transportation Expenses | Lodging Expenses | Meal Expenses | Other Expenses (Amount & Description)     |
|---|-------------------------|------------------|---------------|---|
| <input type="checkbox"/> Good Faith Estimate      | \$39.05                 | \$90             | \$77          | \$218 for conference services over 2 days |
| <input checked="" type="checkbox"/> Actual Amount |                         |                  |               |   |

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

|  | Transportation Expenses | Lodging Expenses | Meal Expenses | Other Expenses (Amount & Description) |
|--|-------------------------|------------------|---------------|---------------------------------------|
| <input type="checkbox"/> Good Faith Estimate |                         |                  |               |                                       |
| <input type="checkbox"/> Actual Amount       |                         |                  |               |                                       |

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): See attached retreat itinerary. I attended all sessions.

8/21/18 Amendee H. Neely Amendee H. Neely  
(Date) (Printed name of traveler) (Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

8/22/2018  
(Date)

Rob Antonen  
(Signature of Supervising Senator/Officer)



## Congressional Partnership Program Retreat Summer 2018

### Saturday, July 21<sup>st</sup>

|                 |  |
|-----------------|--|
| 1:30 pm         | Depart from Union Station, Washington, DC  |
| 3:00 – 4:00 pm  | Arrive at Airlie Conference Center & Check-in  |
| 4:00 – 5:00 pm  | Material Review and Preparation  |
| 5:00 – 5:30 pm  | Opening Remarks and Review of Agenda:<br>Nathan Sermonis, PSA  |
| 5:30 – 7:00 pm  | Airlie House – Meadow Room<br><b>Guest Speakers:</b> Lara Flint, former Chief Counsel for<br>Sen. Patrick Leahy<br><b>Topic:</b> Discussion on the USA Freedom Act of 2015   |
| 7:00 – 7:30 pm  | Federal Room<br>Pre-Dinner Reception<br>Informal conversations with guest speakers   |
| 7:30 – 9:00 pm  | Federal Room<br>Keynote Dinner<br><b>Guest Speaker:</b> Amb. Ron Neumann, former Deputy<br>Assistant Secretary of State and Ambassador to<br>Afghanistan, Bahrain, and Algeria<br><b>Topic:</b> Global Challenges for Today and Tomorrow |
| 9:00 – 10:00 pm | Federal Room<br>After-Dinner Reception<br>Informal conversations with guest speakers   |





## Congressional Partnership Program Retreat Summer 2018

### Sunday, July 22<sup>nd</sup>

Between 8:00 – 9:00 am

Airlie House – Dining Room  
Breakfast

9:00 – 12:00 pm

**\*Group A\***

Airlie House – Meadow Room

National Security Council Simulation

**National Security Advisor:** Mr. Robert Sheldon,  
Head of Technology Strategy for Public Sector at  
CrowdStrike

9:00 – 10:30 am

**\*Group B\***

Airlie House – Jefferson Room

**Guest Speaker:** Ambassador Frank Wisner,  
former Undersecretary of State for International  
Security Affairs & Ambassador Cameron Munter,  
former Ambassador to Pakistan and Serbia

**Topic:** Challenges Facing the Western Balkans

10:30 – 12:00 pm

**\*Group B\***

Airlie House – Jefferson Room

**Guest Speaker:** Ambassador Maura Connelly,  
former Ambassador to Lebanon and *Chargé*  
*d’Affaires* to Syria

**Topic:** Syria’s Future

12:00 – 1:00 pm

Airlie House – Dining Room  
Lunch

1:00 – 2:00 pm

Informal conversations with guest speakers





## Congressional Partnership Program Retreat Summer 2018

2:00 – 5:00 pm

**\*Group B\***

Airlie House – Meadow Room

National Security Council Simulation

**National Security Advisor:** Mr. Robert Sheldon,  
Head of Technology Strategy for Public Sector at  
CrowdStrike

2:00 – 3:30 pm

**\*Group A\***

Airlie House – Jefferson Room

**Guest Speaker:** Ambassador Frank Wisner,  
former Undersecretary of State for International  
Security Affairs & Ambassador Cameron Munter,  
former Ambassador to Pakistan and Serbia

**Topic:** Challenges Facing the Western Balkans

3:30 – 5:00 pm

**\*Group A\***

Airlie House – Jefferson Room

**Guest Speaker:** Ambassador Maura Connelly,  
former Ambassador to Lebanon and *Chargé  
d’Affaires* to Syria

**Topic:** Syria’s Future

5:00 – 5:30 pm

Airlie House – Meadow Room

Wrap-up and Departure from Airlie



Date/Time Stamp:

## EMPLOYEE PRE-TRAVEL AUTHORIZATION

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Amanda H. Neely

Employing Office/Committee: U.S. Senate Committee on Homeland Security & Governmental Affairs, Sen. Rob Portman

Private Sponsor(s) (list all): Partnership for a Secure America

Travel date(s): July 21-22

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Airlie Conference Center, Warrenton, VA

Explain how this trip is specifically connected to the traveler's official or representational duties:

I work for Sen. Portman on the Senate Homeland Security and Governmental Affairs Committee on legislation affecting homeland security issues. This conference is designed to be a bipartisan retreat to develop legislative negotiation skills and also offers substantive information on issues likely to arise before the Committee.

Name of accompanying family member (if any): N/A

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

June 19, 2018  
(Date)

Amanda H. Neely  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Sen. Rob Portman hereby authorize Amanda H. Neely  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

6/20/18  
(Date)

Rob Portman  
(Signature of Supervising Senator/Officer)

## Neely, Amanda (HSGAC)

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**From:** PSA Congressional Program <cpp@psaonline.org>  
**Sent:** Friday, June 15, 2018 3:57 PM  
**To:** Neely, Amanda (HSGAC)  
**Subject:** Summer 2018 CPP - SENATE ETHICS DOCS  
**Attachments:** Senate Ethics Instruction Sheet.docx; Private Trip Sponsor Form.PDF; Retreat Itinerary.docx; List of Participating Senate Staff.docx; Employee Pre-Travel Authorization Form.pdf; Employee Privately-Sponsored Travel Checklist.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Amanda,


Thank you for participating in the Summer 2018 session of the Congressional Partnership Program. We look forward to working with you in the coming months.

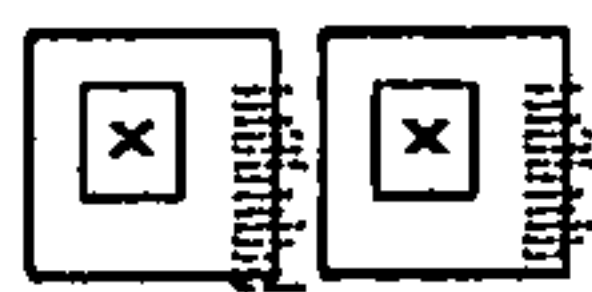
As you are aware, every session the Congressional Partnership Program involves a weekend retreat. This session will be held on the weekend of July 21-22, 2018 at the Airline Conference Center in Warrenton, Virginia. I would like to take this opportunity to offer you a formal invitation to attend the retreat. Please be certain to submit this email and the attached documents to the Senate Ethics Committee by **COB June 21<sup>st</sup>** in order to participate.

If you have any additional questions or concerns, please do not hesitate to call me.

Best regards,

Nathan Sermonis  
Executive Director  
Partnership for a Secure America  
1629 K Street NW, Suite 450  
Washington, DC 20006  
202-293-8580  
[cpp@psaonline.org](mailto:cpp@psaonline.org)

 Partnership for a Secure America  
1629 K Street NW, Suite 450  
Washington, DC 20006  
(202) 293-8580





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## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

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1. Sponsor(s) of the trip (please list all sponsors): Partnership for a Secure America
  2. Description of the trip: Congressional staff weekend of foreign policy and national security lectures.
  3. Dates of travel: July 21-22, 2018
  4. Place of travel: Airlie Conference Center, Warrenton, VA
  5. Name and title of Senate invitees: See Attached List
  6. I *certify* that the trip fits one of the following categories:
    - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
    - ~~OR~~
    - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
  7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.

~~AND~~

☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
  8. I *certify* that:
    - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
    - ~~AND~~
    - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).



9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

- OR -

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

- OR -

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

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11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

Partnership for a Secure America (PSA) is solely responsible for planing and conducting this trip.

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13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

PSA's mission is to promote bipartisanship in national security and foreign policy. This trip will bring together staff from both parties to build cross-party relationships and discuss diverse perspectives on pressing issues in the national security and foreign policy arena.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

This will be the nineteenth such strip of this nature.

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15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

In addition to this congressional staff program, PSA releases high-level bipartisan policy statements on a range of foreign policy topics. These statements are generally available to the public.

16. Total Expenses for Each Participant:

|   | Transportation Expenses | Lodging Expenses        | Meal Expenses        | Other Expenses   |
|---|-------------------------|-------------------------|----------------------|--|
| <input checked="" type="checkbox"/> Good Faith estimate | \$35<br>(Coach Bus)     | \$90<br>(For One Night) | \$77<br>(For 2 days) | \$191 conference services (over 2 days). This includes cost of breakout room, A/V equipment, and incidental snacks/refreshments. |
| <input type="checkbox"/> Actual Amounts                 |                         |                         |                      |  |

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip was organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

It is close to Washington, DC, but also provides a remote setting that will encourage participants to step outside their daily roles as Senate staff.

19. Name and location of hotel or other lodging facility:

Airlie Conference Center, 6809 Airlie Road, Warrenton, VA 20187

20. Reason(s) for selecting hotel or other lodging facility:

It provides all necessary accommodations in one location that is close to Washington, DC for a one night trip. The lodging and conference location is all the same.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Meals and lodging are below the per diem rate.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Participants will be transported by a coach class bus.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:

Name and Title: Nathan Sermonis, Executive Director

Name of Organization: Partnership for a Secure America

Address: 1629 K Street NW, Suite 450, Washington, DC 20006

Telephone Number: (202) 293-8580

Fax Number: N/A

E-mail Address: sermonis@psaonline.org







PARTNERSHIP FOR  
A SECURE AMERICA

## Congressional Partnership Program Retreat Summer 2018

### Sunday, July 22<sup>nd</sup>

8:00 – 9:00 am

Airlie House – Dining Room  
Breakfast

9:00 – 12:00 pm

**\*Group A\***  
Airlie House – Meadow Room  
National Security Council Simulation  
**National Security Advisor:** Mr. Robert Sheldon,  
Director for Policy – Emerging Threats at the  
Business Executives for National Security  
(INVITED)

9:00 – 10:30 am

**\*Group B\***  
Airlie House – Studio  
**Guest Speaker:** Ambassador Frank Wisner,  
former Undersecretary of State for International  
Security Affairs  
**Topic:** Challenges Facing the Western Balkans

10:30 – 12:00 pm

**\*Group B\***  
Airlie House – Studio  
**Guest Speaker:** Amb. Roger Noriega, former  
Assistant Secretary of State for Western  
Hemisphere Affairs (INVITED)  
**Topic:** Venezuela crisis

12:00 – 1:00 pm

Airlie House – Dining Room  
Lunch

1:00 – 2:00 pm

Informal conversations with guest speakers

2:00 – 5:00 pm

**\*Group B\***  
Airlie House – Meadow Room  
National Security Council Simulation



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## Congressional Partnership Program Retreat Summer 2018

**National Security Advisor:** Mr. Robert Sheldon,  
Director for Policy – Emerging Threats at the  
Business Executives for National Security  
(INVITED)

2:00 – 3:30 pm

**\*Group A\***

Airlie House – Studio

**Guest Speaker:** Ambassador Frank Wisner,  
former Undersecretary of State for International  
Security Affairs

**Topic:** Challenges Facing the Western Balkans

3:30 – 5:00 pm

**\*Group A\***

Airlie House – Studio

**Guest Speaker:** Amb. Roger Noriega, former  
Assistant Secretary of State for Western  
Hemisphere Affairs (INVITED)

**Topic:** Venezuela crisis

5:00 – 5:30 pm

Airlie House – Meadow Room

Wrap-up and Departure from Airlie

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A SECURE AMERICA

**Congressional Partnership Program  
Summer 2018  
Senate**

*All invited congressional staff members handle foreign policy and national security topics in their professional office capacity.*

**Kenneth Flanz**

Sen. Mike Crapo  
(R-ID)

**Andrew Pantino**

Sen. David Perdue  
(R-GA)

**Kristen Johnson**

Sen. Tom Cotton  
(R-AR)

**Garrett Stephens**

Sen. Doug Jones  
(D-AL)

**Serena Li**

Sen. Brian Schatz  
(D-HI)

**Joshua Thomas**

Sen. Tammy Duckworth  
(D-IL)

**Amanda Neely**

Senate committee on Homeland  
Security and Governmental Affairs

**Blake Tonn**

Sen. Jeff Flake  
(R-AZ)

**Devin O'Brien**

Sen. Lisa Murkowski  
(R-AK)

**Darrell Owens**

Sen. Pat Toomey  
(R-PA)

**Matthew Padilla**

Sen. Tom Udall  
(D-NM)

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